

# JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102  
415-865-4272 Telecommunications Device for the Deaf Web site: [www.courtinfo.ca.gov/careers](http://www.courtinfo.ca.gov/careers)

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** SECRETARY II (Two Openings)

**LOCATION:** SAN FRANCISCO

**JOB REQUISITION:** 2839

### OVERVIEW

The Office of the General Counsel of the Administrative Office of the Courts (AOC) provides quality, timely, and ethical legal advice and services to the Chief Justice, the Judicial Council and its committees and task forces, the AOC, and the courts. The office has two major functions: (1) house counsel and (2) rules and projects.

The AOC Office of the General Counsel currently has two (2) openings available for the Secretary II classification. Under supervision from the Support Services Supervisor, the Secretary II will independently perform the full range of secretarial duties for assigned attorneys in the division.

### RESPONSIBILITIES

- Providing administrative and clerical support to a team of attorneys on a daily basis;
- Producing and proofreading a variety of legal and non-legal documents, such as legal opinions, rules of court, correspondence, reports, and memos, using word processing, graphics, and spreadsheet applications;
- Creating, maintaining, and updating files and records under general direction;
- Receiving and responding to telephone inquiries;
- Performing all necessary secretarial duties, including filing, copying, and attorney calendaring;
- Scheduling and following up on meeting arrangements, including but not limited to making travel reservations, hotel accommodations, and other meeting requirements;
- Attending meetings to take and transcribe minutes;
- Providing back-up assistance to receptionist and other support staff; and
- Performing other duties as assigned.

### QUALIFICATIONS

Equivalent to graduation from high school and two years of secretarial experience.

OR

One year as a Secretary I with the judicial branch.

### DESIRABLE QUALIFICATIONS

- Advanced proficiency in the following software applications - MSWord; spreadsheet applications (preferably Excel);
- Graphics applications (PowerPoint); and Microsoft Access;
- File management and organization skills; strong communication skills;
- Experience in taking and transcribing minutes of meetings; and
- A typing speed of 65 wpm or higher.

Knowledge of legal terminology and legal resources is also highly desirable.

## **HOW TO APPLY**

This position requires the submission of our official application and response to a supplemental questionnaire. Resumes without these materials will not be considered. To ensure consideration of your application for the earliest round of interviews, please apply by immediately; however, these positions will remain open until filled. To complete an online application, please visit our Web site at <http://www.courtinfo.ca.gov/careers> and refer to Job Req-2839.

OR

To obtain a printed application, please visit:

Administrative Office of the Courts  
455 Golden Gate Avenue, 7th Floor  
San Francisco, California 94102-3688  
415-865-4272 Telecommunications Device for the Deaf

## **PAY AND BENEFITS**

### **SALARY RANGE**

\$3,545 - \$4,310 per month

(Starting salary will vary between \$3,545 and \$3,722 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$110 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(K) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

**The Administrative Office of the Courts Is an Equal Opportunity Employer.**

**A supplemental questionnaire follows this announcement.**

**SUPPLEMENTAL QUESTIONNAIRE  
FOR  
SECRETARY II (Req. #2839)**

To assist the selection panel in reviewing and assessing the qualifications for all applicants, we ask that you respond to the questions below and return your responses with your application materials. Your answers to all of the questions should be no more than two pages (total) in length. In your responses, please indicate for which employer you performed these functions.

1. Describe your experience prioritizing work (e.g., when given multiple assignments that have the same deadline).
  
  
  
  
  
  
  
  
  
  
2. Describe your experience working on a team in order to complete a project (e.g., a large or time-sensitive assignment).
  
  
  
  
  
  
  
  
  
  
3. Describe your experience, if any, using tables, track changes, mail merge, and styles in Microsoft Word 2000 and/or 2003.
  
  
  
  
  
  
  
  
  
  
4. Describe your experience utilizing software for tasks such as spreadsheets, presentations, shared calendars, and/or database management.
  
  
  
  
  
  
  
  
  
  
5. Describe your knowledge, if any, regarding legal terminology and legal resources.